

# Youth Service Corps Eligibility Checklist

## ACCEPTABLE DOCUMENTATION SOURCES

Youth Service Corps Participants **Must** meet **All the** following eligibility requirements:

- Between the ages of 14-30 (see **Table 1 & 2** below for specific program age and eligibility requirements)
- U.S. Citizen, resident, or legal work authorization
- Be a resident of the City of Los Angeles
- Low-income

And **MUST** meet **ONE** of the following barriers:

- Foster youth (current & former foster youth)
- Homeless youth
- Justice-involved youth
- Difficulty finding employment

Only the documentation sources included in these tables are acceptable for establishing eligibility.

**Table 1 - General Eligibility**

<b>GENERAL ELIGIBILITY</b>	
<b>Eligibility Criteria</b>	<b>Acceptable documentation</b>
<p><b>Age:</b> Please see below for specific program requirements:</p> <ul style="list-style-type: none"> <li>● <b>14-24 years old</b> <ul style="list-style-type: none"> <li>○ Student to Student (S2S)</li> </ul> </li> <li>● <b>16-30 years old</b> <ul style="list-style-type: none"> <li>○ City Pathways for Youth</li> <li>○ Summer Night Lights Expansion</li> <li>○ Senior Hospitality Program for Youth</li> <li>○ Youth &amp; Community Harvest</li> </ul> </li> <li>● Teen Parent Prosper Program: <b>Up to 19 years old</b></li> <li>● <b>18- 30 years old</b> <ul style="list-style-type: none"> <li>○ Angeleno Corps</li> <li>○ City Pathways</li> <li>○ Clean L.A.</li> <li>○ City Pathways to Childcare</li> <li>○ Digital Ambassador Program</li> <li>○ Early Childhood Education Student Advancement</li> <li>○ L.A. Rise Youth Academy</li> <li>○ L.A. Rivers Rangers</li> <li>○ L.A Community Composting &amp; Food Recovery:</li> <li>○ S2S NextGen</li> <li>○ Wildland Firefighting Training Academy</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Birth certificate</li> <li>● Driver’s license - unexpired</li> <li>● Federal, state, or local government issued identification card - unexpired</li> <li>● Hospital record of birth</li> <li>● Passport - unexpired</li> <li>● School records or identification card w/ DOB</li> <li>● Decree of court</li> <li>● Native American Tribal Document</li> <li>● Tribal Record with Date of Birth</li> <li>● Written confirmation from social service agency. (Foster, Justice involved youth)</li> </ul>

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<p>Note: For determining eligibility, identification <b>must be current</b>.</p> <p>Driver license, government issued id card, or passport <b>must be unexpired</b>.</p> <p>School records, school identification cards, Decree of Court, or written confirmation from social service agency <b>must be dated no more than six (6) months prior to enrollment date</b>.</p>	
<p><b>1. Citizenship/U.S. Work Authorization</b>          Note: For the list of acceptable verification documents included in the Form I-9, please visit the Hire LA Document Library</p>	<ul style="list-style-type: none"> <li>● Verification document(s) that satisfy List A of the Form I-9 <b>or</b></li> <li>● Verification document(s) that satisfy List B <b>and</b> C of the Form I-9</li> </ul>
<p><b>2. Photo Identification</b>          Needed to prove the applicant's identity and to deter identity fraud/theft.</p>	<ul style="list-style-type: none"> <li>● Government Issued ID (unexpired)</li> <li>● U.S. Passport (unexpired)</li> <li>● School ID (cannot be more than 2 years old)</li> </ul>
<p><b>3. Social Security Card</b></p>	<ul style="list-style-type: none"> <li>● Copy of Social Security card</li> </ul>
<p><b>4. Work Permit</b></p> <ul style="list-style-type: none"> <li>● Required for participants 14-17 years of age</li> <li>● Not required if the participant is a high school graduate or if youth has passed the High School Proficiency Examination.</li> </ul>	<ul style="list-style-type: none"> <li>● The Work Permit must be issued on or prior to the date the participant begins training and must not expire before the last day of the participant's work experience.</li> <li>● For youth that are high graduates or passed high school proficiency exam a copy of high school diploma or HiSET Certification must be placed in participant's file (in the Hire LA Platform).</li> </ul>
<p><b>City of Los Angeles Residency</b>          Note: Documentation cannot <b>be older than six (6) months</b>. If the documentation is not in the name of the Participant or parent/guardian, provide an additional piece of mail addressed to the Participant</p> <p>If the participant does not live in the City of Los Angeles, the Youth Source Center can assist in submitting a residency waiver. <b>Please note, waivers are first come, first serve and are approved on a limited basis.</b></p>	<ul style="list-style-type: none"> <li>● DWP or other utility bill</li> <li>● Public assistance record (ex. <b>Notice of Action from The Department of Public Social Services (DPSS), Supplemental Security Income (SSI) Award Letter, CalWORKs screenshot printout of Data Listing from DPSS</b>)</li> <li>● School records (<b>A Work Permit is <u>not</u> considered a school record.</b>)</li> <li>● Rent/Lease agreement</li> <li>● Landlord statement</li> <li>● Written statement from individual providing temporary residence</li> </ul>

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	<ul style="list-style-type: none"> <li>● California identification card or California driver license</li> <li>● Mail from government agency</li> <li>● Bank statement</li> <li>● Rent Receipt</li> </ul>
<p><b>Low Income</b> To be program eligible, the family income must meet or be lower than the income amount for the family size as described in Income Guidelines on the City of Los Angeles Economic &amp; Workforce development Department Summer Youth Employment Program Family Income Self- Certification Form.)</p>	<p>City of Los Angeles Economic and Workforce Development Department Family Income Self-Certification Form. The form must be fully completed with the box that reads “at or below” to indicate the total 6-month family income, and the form must be signed and dated appropriately. *Note: If youth indicate they are homeless, foster, youth with disability, CalWORKS/food stamp recipient or qualifies for free lunch youth must provide back-up documentation and it cannot be older than 6 months.</p> <ul style="list-style-type: none"> <li>▪ Homeless- Written statement from individual providing temporary housing, self-attestation, written statement from shelter or written statement from social service agency</li> <li>▪ Foster Youth- Written confirmation from social service agency or court records</li> <li>▪ Youth with disability- Social Security Administration disability record, medical records, school record social service record, workers compensation record, telephone verification, selfattestation, telephone verification, or other verifiable documentation</li> <li>▪ CalWORKS or Food Stamp Recipient- Notice of Action, or verifications of benefits or data dump for CalWORKS</li> </ul>

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<p><b>Foster</b></p>	<ul style="list-style-type: none"> <li>● Written confirmation from social service agency</li> <li>● Court records</li> <li>● Referral Verification by Department of Children and Family Services through the Automated Referral System (ARS)</li> <li>● Official letter from school counselor, school district, group home, and/or court attorney</li> <li>● Foster verification from a child welfare agency in a surrounding County,</li> </ul>
<p><b>Homeless</b> Note: Homeless status should be indicated on Family Income Self-Certification Form.</p>	<ul style="list-style-type: none"> <li>● Written statement from individual providing temporary housing</li> <li>● Self-attestation</li> <li>● Written statement from shelter</li> <li>● Written statement from social service agency</li> </ul>
<p><b>Justice-involved youth</b></p>	<ul style="list-style-type: none"> <li>● Documentation from juvenile or adult criminal justice system</li> <li>● Prospective Authorization and Utilization Review Unit (PAUR) referral form (LA County Probation Office referral)</li> <li>● Documented phone call with court or probation representatives</li> <li>● Self-attestation</li> </ul>
<p><b>Difficulty finding employment</b></p>	<ul style="list-style-type: none"> <li>● Self-attestation</li> </ul>

# Youth Service Corps Eligibility Checklist

**Table 2 - PROGRAM SPECIFIC ELIGIBILITY**

<b>PROGRAM SPECIFIC ELIGIBILITY</b>	
<b>Program Eligibility Criteria</b>	<b>Acceptable documentation</b>
<ul style="list-style-type: none"> <li>● Angeleno Corps: <b>Must attend school or an education program and not be a current/former Angeleno Corps participant</b></li>   <li>● Student to Student (S2S): <b>Must attend one of the participating LAUSD Title I high schools</b></li>   <li>● Youth &amp; Community Harvest: <b>Must attend high school or Los Angeles Community College (LACCD) or referred by LACCD</b></li>   <li>● Teen Parent Prosper Program: <b>Must be up to 19 years of age and pregnant or parent</b></li>   <li>● Summer Night Lights: <b>Live in Council Districts: 1, 2, 3, 7, 8, 9, 11, 14, or 15</b></li>   <li>● LA Rise Youth Academy: <b>Must be homeless, temporarily housed OR at-risk of becoming homeless or fleeing domestic violence</b></li>   <li>● LA Community College City Pathways Internship Program and Early Childhood Education Student Advancement: <b>Must be enrolled in a Local Community College District (LACCD) school, Adult School, or attend one of the LA Based California State Universities</b> <ul style="list-style-type: none"> <li>▪ <b>Cal State University - Los Angeles</b></li> <li>▪ <b>Cal State University - Northridge</b></li> <li>▪ <b>Cal State University - Dominguez Hills</b></li> <li>▪ <b>Cal State University - Long Beach</b></li> <li>▪ <b>Cal State University - Fullerton</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● School record, school identification card, or letter from the school</li>   <li>● School record, school identification card, or letter from the school</li>   <li>● School record, school identification card, or letter from the school</li>   <li>● Self-Attestation, birth certificate of the child, medical record of pregnancy, or school or day care record</li>   <li>● School record, school identification card, or letter from the school</li> <li>● Self-Attestation</li>   <li>● My Neighborhood printout</li>   <li>● Written statement from individual providing temporary housing, self-attestation, written statement from shelter or written statement from social service agency</li>   <li>● School record, school identification card, or letter from the school</li> </ul>